

CHIEF OFFICER LIAISON GROUP MEETING
10:00AM THURSDAY 23RD AUGUST 2018

Present:

Jim Grieve (JG)	SEStran (Chair)
Elizabeth Forbes (EF)	SEStran
Peter Jackson (PJ)	SEStran
Lisa Freeman (LF)	SEStran
Graeme Johnstone (GJ)	Scottish Borders Council
Kevin Collins (KC)	Falkirk Council
Peter Forsyth (PF)	East Lothian Council
Lesley Deans (LD)	Clacks Council
John Mitchell (JM)	Fife Council
Lindsay Haddow (LH)	Midlothian Council
Graeme Malcolm (GM)	West Lothian Council

Apologies:

Iain Shaw (IS)	City of Edinburgh Council
Ewan Kennedy (EK)	City of Edinburgh Council

Ref.		Actions
1.	Welcome and Apologies for Absence	
1.1	JG welcomed the group to the meeting and apologies were noted as above.	
2.	Minutes	
2(a)	Chief Officers Liaison Group – 24 th May 2018 Agreed as a correct record.	
3.1	Agenda for September Board	
3.1	JG put forward the DRAFT Agenda for the September Board for discussion.	
3.2	It was noted that SEStran will continue with the A and B agenda format, following positive feedback from the Board in June 2018.	
3.3	The proposed agenda will have the traditional items, along with the following additions: <ul style="list-style-type: none"> • A rail update from Scott Prentice (Scotrail) and Alistair Young (Transport Scotland). This item will include two ten-minute presentations, followed by a Q&A. Keith Fisker will also provide an update on the Local Rail Development Fund. • The usual Projects Update, with extended presentation, to allow for discussion and questions. • The Draft Annual Report 2017/18 for Board approval. • A Bus Travel Follow Up Report, which refers to a discussion paper 	

	<p>that was presented to the Board in June.</p> <ul style="list-style-type: none"> • SEStran’s Transport (Scotland) Bill consultation response, presented by LF. 	
4.	Financial Reports	
(a)	<p>Audited Accounts 2017/18 JG gave verbal updates on the financial reports in IS’s absence.</p> <p>It was advised that the Audited Accounts for 2017/18 will be presented to the P&A Committee and the Board.</p> <p>It is anticipated that there will be some minor presentational changes following External Audit’s review, however, these changes are likely to be minor.</p>	
(b)	<p>Finance Officer’s Report It is anticipated that this report will present a financial outturn forecast within budget for 2018/19. This report will be presented to the Board on 21st September.</p>	
5.	External Auditor’s Report	
5.1	<p>The External Auditors report has raised issues relating to Governance matters.</p> <p>These matters will be addressed over the next couple of days.</p> <p>It was noted that the External Auditor’s Report is yet to be completed.</p>	
6.	Projects Update	
6.1	JG presented the report, which informed the Officers of SEStran’s project updates, focusing on the changes within SEStran’s RTPI project.	
6.2	These changes relate to First Bus and Stagecoach wanting to reinstate the original SEStran RTPI system, after withdrawing from the system in May this year. This is following technical difficulties that have resulted from withdrawing from the original system.	
6.3	It was also noted that SEStran are keen to integrate the Borders Buses into the RTPI system.	
6.4	SEStran’s engagement with City of Edinburgh Council, in the development of a future content management system was also highlighted.	
6.5	LD asked for SEStran’s, Keith Fiskin, to provide her with an update on the possibility of inputting RTPI screens in Clackmannanshire.	KF
6.5	A discussion was then had about the future of smart ticketing in Scotland.	
6.7	Following this discussion JM invited the Chief Officers, or representatives, to attend a Freight Forum in Fife on the 28/08 and advised that he would	

	sent out details.	
7.	Draft Annual Report	
7.1	JG advised the Chief Officers that a first draft of the report was underway and would be presented to the Board for approval on the 21 st September.	
8.	Intelligent Centralisation	
8.1	JG headed the discussion which focused on generating a possible framework for intelligent centralisation. It was agreed that the focus would remain on centralising data gathering, both locally and regionally.	
8.2	It was agreed that LF would circulate a template to the Chief Officers, for inputting answers to various questions relating to traffic data collection. This document will then be used to generate a draft framework.	LF
9.	NTS2 Update	
9.1	JG gave a verbal update on the review, which indicated that various working groups are still gathering relevant data. It was also highlighted that regional governance is a topic for discussion within the strategy. Work on the strategy is progressing, with the aim for completion next year.	
10.	Rail Update	
10.1	JG advised the Chief Officers that Keith Fiskien would be presenting the September Board with updates on the LRDF, alongside presentations from Scott Prentice and Alistair Young.	
11.	RTS Monitoring	
11.1	LF presented this report, which highlighted potential monitoring strategies for SEStran's RTS.	
11.2	The review proposed a new monitoring framework for discussion, which provided a clearer/more practical system.	
11.3	LF asked the Officers to provide feedback/comments on the report.	
12.	Bus Travel – Follow up report	
12.1	JG presented the report which highlights the discussion points raised following a presentation/discussion of the Bus Travel Discussion Paper to the Partnership Board in June 2018.	
12.2	The report concluded with the proposed action of SEStran holding a meeting with Bus Operators to follow up on the discussion points raised. This meeting is expected to take place in Autumn 2018.	
13.	Active Travel Update	
13.1	PJ presented the report which provided the Officers with an update on	

	active travel activities within SEStran.	
13.2	The key updates were in relation to Sustran's funded Regional Cycle Network Scheme, SEStran's GO e-Bike project and Transport Scotland's Low Carbon Travel & Transport Challenge Fund.	
13.3	PJ concluded the report by offering assistance to partnership authorities wishing to engage in active travel projects.	
14.	Transport (Scotland) Bill Consultation Response	
14.1	<p>LF presented SEStran's DRAFT response, which was broken down into 6 parts:</p> <ul style="list-style-type: none"> • Low emission zones • Bus services • Smart ticketing • Pavement parking and double parking • Road works • RTP finance and Scottish canal governance. <p>The Chief Officers were invited to comment on the proposed response.</p>	
15.	AOCB	
15.1	GJ suggested that safety auditing could also be a topic for intelligent centralisation. JG advised that in the future we could discuss this option, however, in the meantime it would be beneficial to focus on the data gathering while we formulate a framework/strategy.	
15.2	LD requested information from the Officers about perceived costings for building a pedestrian bridge over the forth, linking Stirling to Clackmannanshire.	
15.3	LD also advised that Clackmannanshire Council is currently holding £195,000.00 in grant funding from Transport Scotland to input 3 rapids, 4 fast and 5 on-street charging points for electric vehicles. LD would like the funding to be co-ordinated at a regional level due to restrictions in Clackmannanshire. JG advised that he would investigate potential avenues for the funding regionally, but was unable to assist with the existing arrangement.	JG
16.	Date of the next meeting	
16.1	The date of the next meeting is scheduled for 10:00am on Thursday 8th November 2018, Conference Room 3, Victoria Quay, EH6 6QQ.	